



Executive Meeting Minutes

Date of Meeting:	February 12, 2017	Time of Meeting:	10:00 AM – 12:00 PM
Location of Meeting:	Ron Ebbesen	Snack Responsibility:	Andrea
Invited Executive:	Sandy Bartley, Sarah Nunn, Chalsie Doiron, Andrea Bianchini, Jeanine Schill, Cathy Mess, Lynnell Moss		
Coaches Rep:	Kaylee Marcoux	Director of Skating:	Lynnell Moss
Administrator:	Janine Hauk	Regrets:	Melissa Murphy, Janine Hauk, Debra Dolhun, Dawn Halvorson, Jacki Martel
Absent:			

Meeting called to order at 10:10 AM

AGENDA ITEM

ACTION REQUIRED

1. **Welcome & Introductions**
2. **Kudos & Congratulations**
3. **Approval of agenda**
Motion to approve by Jeanine, seconded by Andrea, all in favour, motion passed.
4. **Review & Approval of Previous Minutes**
Motion to approve minutes by Jeanine, seconded by Kaylee, all in favour, motion passed.

Previous Month and Outstanding Action Item Review

- Sandy will get the Test Chart printed. Sandy and Lynnell will hand off test information to Jacki. This will be transferred once test chart updates (up to level senior bronze) are complete. Sandy is currently working on the chart. - Outstanding
- Genesis place was booked as a venue for STARSkate team building activity on Feb 11, 2017. The event went well. There were 36 participants. - Closed
- Kaylee and Lynnell to coordinate upcoming test assessment day with Jacki. -Outstanding

5. Priority Agenda Items

- 5.1. *Competition Update & New Tasks*
- 5.2. *Gala Update & New Tasks*
Gala will be held June 3rd, 2017. Sandy sent Gala budget information to board via email. An email motion to approve Gala Budget and fees was made by Cathy, seconded by Melissa, and 8 (unanimous) yes votes. Motion approved. There are 56 registrants for Gala. The skaters have been grouped. There will be 6 groups, and 10 soloists chosen by

random draw from the pool of skaters who put their names forward. Costume measurements for each skater will take place during their regular skating sessions this week.

A suggestion was made to include ice time designated for solo skaters to practice solos; It was suggested that the club provide enough ice time for one solo run per soloist in additional dress rehearsal. The board agreed to include extra ice time for soloists this year on a trial basis.

An email needs to be sent to the Board to discuss the following action items for Gala:

- 1) Designate someone to be in charge of helping with decorations. Budget for decorations is \$600 including curtains.
- 2) Music players are needed.
- 3) MC is needed for the event. The Board agreed that Jaime Marcoux should MC the event again this year
- 4) Picture day: room and photographer have been booked. Information will be emailed to membership closer to the event.
- 5) There is a costume meeting on February 15th 2017.

6. **Standing Items**

- 6.1. *Santa Clause Parade Review – (Cathy)*
Update was provided by Cathy. The event came in under budget at \$159.26 total cost.

7. **President's Corner**

- 7.1. *Ice User Group – City of Airdrie*
The group will be running numbers through the algorithm to measure each user group's requirements based on membership numbers. City is also measuring usage of ice and tracking efficiency of ice use.

- 7.2. *Social Media*
We have a private link for Airdrie Skating Club through YouTube. We are currently using drop box to upload links.

For advertising purposes, a recommendation was made to continue to increase the number of uploads to Facebook.

The winner of the club survey participant random draw has been contacted and used their gift certificate.

- 7.3. *Contract Committee*
New members are needed for the committee. Board members interested in participating as a member of the contract committee can reach out to Sandy for more information. Need to determine who is willing to be on the contract committee so that Kaylee can ask for votes from coaches based on board availability.

7.4. *Annual General Meeting Planning and Tasks*

AGM has been scheduled for Saturday, April 29th at 6:00 PM

This is an odd numbered year. The following board member positions are open for vote at this year's AGM:

- 1) Secretary - Andrea
- 2) Treasurer – Cathy
- 3) Test chair - Jacki,
- 4) Registrar – Chalsie
- 5) Fundraising - Sarah

A suggestion was made to update the Board Member agreement to indicate that members in at large positions for more than a year should agree to consider applying for other open key positions when available in order to keep the at large positions available as a good platform for new people to join the board.

It was noted that annual updates need to be made to Executive Member Agreement and position descriptions.

AGM Responsibilities:

1. Kaylee will work on awards
2. Sandy will be the project leader for the AGM
3. Cathy will gather budget info from last year
4. The website will be updated with “keep the date” blurb regarding upcoming AGM
5. Confirm venue availability with Woodside Golf Course
6. Last year's slide show was well received. Board Members will consider having the skating videos/photo slide show again this year and Lynnell has agreed to do this again

7.5. *Photo Release Approvals*

The mandatory field for photo release approval was resulting in coaches being forced to select “decline” to complete their evaluation info for skaters online. The Board decided to shut off the mandatory field for photo release approval at this time.

Before fall registration, the mandatory field will be reinstated to give parents an opportunity to opt in for photo release approval on the website. Email to be sent out to the membership encouraging them to update all of their profile info including photo release permissions.

8. **Vice Presidents Corner**

8.1. *Club Jackets*

Update and Recommendations

Lynnell to Reinstate mandatory field just prior to Fall Registration.

Janine to send an email to members just prior to Fall registration asking them to update all of their profile information including image permissions.

Melissa will follow up with East Side Sports regarding our jacket choice.

The type of jacket recommended by the committee is Mondor. The price for youth jacket is \$80.00 before embroidering. With logo embroidering on back, front and skater's name the price is \$120.00. Adult jacket base price is \$89.99 and XL jacket base price is \$99.99 (without embroidering).

ACS logo on the back of the jacket will be mandatory for competitive skaters. The other options are at the skaters' discretion. A motion to approve the selected jackets was made by Jeanine, seconded by Cathy, all in favor, motion approved.

Janine to send information about club jackets to the membership and post on our website.

Jeanine will look at the listings and Cities where competitions are generally held. She will bring recommendation for the Board to consider at next meeting.

Jeanine will send out an email to the coaches during Family week. Based on availability, she will set a range of days that works for everyone to get together to review.

Sandy will have a conversation with Janine to find out more details prior to next meeting.

Sandy to send STARSkate and Prep fee info to the board.

Lynnell and Janine will set the fees and send to the Board for approval.

Janine/Lynnell to go ahead with advertising.

8.2. *ASC External Competition Accommodations*
As a cost-saving and timesaving strategy, it was recommended that ACS pick a popular hotel brand that has worked well for us and negotiate a corporate rate. We can negotiate block space for the entire year and use that brand in every city possible.

8.3. *Coaches Mid-Year Review*
The review is a discussion about how the season is going. It is informal and not performance related.

9. **Admin Corner**

9.1. *Declined Credit Card Policy*
This item was tabled for further discussion at the next Board meeting.

9.2. *Spring Ice fees*
Group program ice fees are posted.

9.3. *Fall Power Camp fees*
Ice has been held for Fall Power Camps.

9.4. *2017/2018 Fall Winter Season Prep*
We will need to organize advertising very soon as all sign locations fill up quickly. We also need to set registration date for this. As long as advertising stays within our budget, it does not need to be approved by the board so Lynnell and Janine can go ahead as planned.

10. **Director of Skating Corner**

10.1. *STARSkate Team Building*
Event was held on February 11, 2017 and very successful.

10.2. *New Coaches*
An email recommendation to offer a contract to a Lauren McCoy has been passed. Motion was made by Cathy, seconded by Jeanine, 6 yes votes, and 1 no response. Motion approved.

The ACS Board warmly welcomes Rhonda Grenier to the team.

10.3. *Revenue*
Update Provided

10.4. *Report Cards*
The Uplifter program has a lot of pre-work to complete prior to the report card dates. A request was made to consider paying coaches for their time. The new system will help us to be more efficient on report card day/due to the pre-work.

11. **Coaches' Corner**
A suggestion was made to consider adding verbiage about expected attendance to coaches meetings as part of their contracts going forward. This item was tabled for review at the next meeting.

12. **Financial Corner**
Total costs for Team Builder came in under budget at \$146.67. This was in part because some of the activities and venues were donated to the club.

13. **Program Assistant Corner**
No updates

14. **Test Chair Corner**

14.1. *STARSkate Testing/High Test Day*
Test Week (Feb 13th-16th) both low and high at Calalta.

15. **Fundraising & Volunteer Corner**
Additional planning meetings for the Adult and STARSkate Championships have been added to the schedule as follows:

March 3rd at 7:00Pm at Sarah's House
March 10th @7:00PM at Sandy's House

15.1. *Volunteer Sign Up/Planning*
Update on revenue from registrations for Adult and STARSkate Championships

In Camera: Dissemination of incident last week – A motion to go to in camera was made by Andrea, Seconded by Jeanine, all in favour, motion approved at 11:29 AM. Motion to move out of camera by Jeanine, seconded by Cathy, all in favour, motion approved at 11:42 AM.

Coaches to discuss with each other to define responsibilities and estimate the number of hours per coach. They will bring a recommendation to the Board for approval at the next meeting.

Anita will provide a final accommodation list so we can cancel extra hotel rooms.

Anita will complete the ice schedule and then we can finalize the ice cancelations with Helen.

Sarah will get logo from Brad for the electric company that is donating the items for the event. Brad is also volunteering his time for set up and tear-down so we will use his company logo as a sponsor.

Meeting Adjourned at 12:30 PM. Motion to approve by Cathy, Seconded by Andrea, all in favour, motion passed.

PLANNED FUTURE MEETING DATES

Monthly Board Meeting attendance is mandatory but Planning meetings are not

Meeting Type	Date and Time	Location	Snack Responsibility
Planning Meeting	March 3th @ 7:00 PM	Sarah's House	Attendees
Monthly Board Meeting	March 5th @ 6:00 PM	Ron Ebbesen	Debra Dolhun
Planning Meeting	March 10th @7:00 PM	Sandy's House	Attendees
Planning Meeting	March 17th @ 7:00 PM	TBD	Attendees
Planning Meeting	April 14th @ 7:00PM	TBD	Attendees
AGM	April 29th @ 6:00 PM	TBD	Airdrie Skating Club
Monthly Board Meeting			
Planning Meeting			
Monthly Board Meeting			
Planning Meeting			